

American Embassy \_\_\_\_\_

Date: February 15, 2008

To: Prospective Quoters

Subject: Request for Quotations number SHU200-08Q0535 for janitorial services

Enclosed is a Request for Quotations (RFQ) for janitorial services for the U.S. Embassy Budapest at five locations. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Site visit will be held at the Embassy located at V. Szabadsag ter 12 on March 4, 2008 at 2 p.m. at. For further details, please contact Edit Volgyi at 475-4836 or at [VolgyiE@state.gov](mailto:VolgyiE@state.gov).

Quotations are due by March 25, 2008 and will have to be arrived at General Services Office located at XIII. Apaly u. 1/3.

Sincerely,

Contracting Officer  
Patricia C. McCann

Enclosure